



REPLY TO
ATTENTION OF

DEPARTMENT OF DEFENSE
UNITED STATES SOUTHERN COMMAND
3511 NW 91ST AVENUE
MIAMI, FL 33172-1217

SC Reg 525-30

15 May 2000

Effective upon receipt

Military Operations

LIAISON OFFICERS

1. **PURPOSE.** This regulation describes the duties and responsibilities of Liaison Officers (LNOs). Detailed guidance regarding LNO duties is found in Joint Pub 5-00.2.

2. **POLICY.** It is the policy of USSOUTHCOM that the component and supporting CINC LNOs participate fully in staff activities and actions on a daily basis. Attendance at headquarters activities, (i.e., Command Run, Award Ceremonies, Social functions, etc.), meetings (i.e., CINC Update, Directors' Meeting), and operational briefs (i.e., Exercise, Contingency and JOIC updates) is encouraged and expected. The LNOs will conform to the SOUTHCOM Service Uniform Policy. The LNO represents his/her commander in USSOUTHCOM Headquarters. The parent command normally defines the LNO's specific role and tasks the LNO accordingly. LNO participation in USSOUTHCOM staff activities promotes communication between the staffs of components, other supporting commands, and USSOUTHCOM. The Command will provide appropriate office space within the Thurman Building for LNO use as desired.

3. **APPLICABILITY.** This regulation applies to all officers, noncommissioned officers and civilians that are assigned to USSOUTHCOM's command components or other supporting unified commands with duty location at USSOUTHCOM.

4. **REFERENCES.**

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| a. JT Pub 1 | Joint Warfare |
| b. JT Pub 1-02 | Dictionary |
| c. JT Pub 2 | Intelligence Series |
| d. JT Pub 3 | Operations Series |
| e. JT Pub 4 | Logistics Series |
| f. T Pub 5 | Plans Series |
| g. JT Pub 5-00.2 | JTF Planning Guidance and Procedures |

5. ORGANIZATION. The following is the USSOUTHCOM LNO's status (X = Present, R# = HRS for Recall, AR = As required):

<u>Components:</u>	<u>PeaceTime</u>	<u>Contingency</u>
USARSO	X	X
MARFORSO	X	X
NAVSO	X	X
SOUTHAF	X	X
SOCSO	X	X
<u>Supporting CINCs:</u>	<u>PeaceTime</u>	<u>Contingency</u>
USCINCFCOM	AR	AR
USCINCSOC	AR	AR
USCINCSPACE	X	X
USCINCSTRAT	AR	R24
USCINCTRANS	X	X
<u>Others:</u>		
NGB	X	X
USCG	X	X

NOTE: ALL LNOs must be cleared TS/SCI.

6. RESPONSIBILITIES and DUTIES.

a. Responsibilities. Components, Supporting CINCs, National Guard Bureau, and Coast Guard LNOs are responsible for the smooth interface between their parent command and USSOUTHCOM. Each LNO has a unique operating charter between his parent command and USSOUTHCOM; therefore, the duties and responsibilities of each LNO must be tailored appropriately to the mission. Components, Supporting CINCs, National Guard Bureau, and Coast Guard will provide qualified LNOs (trained, with appropriate security clearance, and capable of contributing to the Battle Staff mission).

b. Duties.

(1) Advise the Battle Staff on organizational capabilities/limitations of represented parent command.

(2) Work to ensure communications between staff counterparts and assist in communicating USSOUTHCOM requirements, situation, mission, commander's intent and concept of operations to represented parent command. Ensure communication of the same critical information from represented parent command to USSOUTHCOM Battle Staff. Assist in the transmission of copies of plans, orders, directives and regulations between headquarters.

(3) Maintain information regarding the status of represented element's deployed forces in the area of responsibility (AOR).

(4) Provide information as required to Battle Staff working groups (i.e., JOIC, Response Cell, Crisis Action Team, Operational Planning Group).

(5) Keep appropriate records and copies of communications with represented parent command.

(6) Report to USSOUTHCOM with equipment, supplies, and reference material necessary to contribute to the Battle Staff (unless pre-coordinated between Command Groups) activities.

(7) Coordinate with USSOUTHCOM Deputy Chief of Staff for work facilities, assistance in securing billets, and access to communications for the purpose of accomplishing assigned duties.

7. PROCEDURES.

a. Before departing parent command the LNO should:

(1) Have thorough understanding of parent command mission, commander's intent, organization and capabilities.

(2) Have clear understanding of LNO mission, responsibilities and chain of command.

(3) Ensure that communications support meets mission requirements.

(4) Ensure that personnel support agreements meet mission requirements.

(5) Secure and maintain necessary credentials for identification, security clearance and authority to transport classified materials.

(6) Be familiar with the issues, capabilities, doctrine, and operational procedures of parent unit.

b. On arrival at USSOUTHCOM the LNO will:

(1) Report to the supported commander or his representative (J3 or Deputy Chief of Staff), state mission, present credentials and receive orientation/current situation briefing.

(2) Visit each directorate and special staff section, provide and acquire information as required to support current or future missions, and obtain information required by parent command.

(3) Establish communications with parent command and exchange updated information. Contact supporting Directorate Information Management Officer to establish SIPR/NIPR net accounts on SOUTHCOM LAN.

c. During liaison tour the LNO will:

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(1) Maintain situational awareness of Parent Command activities and make that information available to the USSOUTHCOM Battle Staff. Keep USSOUTHCOM informed regarding significant issues in the parent command that could affect operations.

(2) Establish/maintain link with SCJ32/JOIC to ensure they have the LNOs pager, cellular and home phone numbers.

(3) Report to parent command on matters within the scope of the mission.

(4) Provide SIPRNET home page address for access to parent command's daily operation.

(5) Keep appropriate record of actions and reports.

(6) Attend required planning meetings and briefings as representative of parent command and be prepared to contribute to the discussion and analysis of the situation.

8. REPORTS.

a. LNOs will be prepared to render daily updates regarding parent command situation to the Battle Staff (CAC/OPG shift change briefs).

b. LNOs are not responsible for missing or lost reports from their parent command to USSOUTHCOM. LNOs should, however, assist in obtaining missing or lost reports when required.

The proponent agency of this regulation is the U.S. Southern Command. Users are invited to send comments and suggested improvements directly to HQ USSOUTHCOM, SCJ3, 3511 NW 91st Avenue, Miami, FL 33172-1217.

SCJ3

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